

**Criteria for Approval, Quality Assurance
and Code of Practice**

for Technical Awards Centres and Instructors

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Introduction

Lantra Awards is a wholly owned subsidiary of Lantra Sector Skills Council and is an Awarding Body specialising in qualifications and training for the environment and land-based sector.

Lantra Awards has developed a wide variety of short courses – Technical Awards – which aim to encourage safe working practices, reduce risk and avoid accidents when using potentially dangerous machinery and equipment. Two types of Technical Awards are offered, Non Assessed or Integrated Training and Assessment (ITA).

Lantra Awards courses are only available from Lantra Awards approved centres (e.g. training providers, corporate providers, colleges, HE institutions) who have met quality based entry criteria and who have agreed to comply with the Lantra Awards Code of Practice. Lantra Awards has also developed quality criteria for instructors who wish to deliver Lantra Awards courses. These criteria reflect the skills required for delivering a course on a particular subject or for a particular piece of machinery or equipment.

Approved centres can only book instructors to deliver Technical Awards courses if the instructor is approved by Lantra Awards to deliver that course. Details of approved centres are made available to the public and other centres or instructors through the Lantra Awards website or by contacting the Lantra Awards Customer Service Department.

Please note that Lantra Awards does not employ instructors or centres. Approved centres organise courses for their customers and handle all bookings, including booking an instructor for running the course. When approved centres book a course, Lantra Awards issues the appropriate number of candidate workbooks, handouts and assessment forms (ITA only) for courses. After the course has taken place, completed paperwork is returned to Lantra Awards for certificates and skills identity cards to be issued to successful candidates.

This booklet provides information about the criteria for approval for Technical Awards centres and instructors, existing instructors wishing to add skills to their remit and the Lantra Awards Code of Practice.

Information

Information concerning Technical Awards centre and Instructor approval can either be downloaded from the website, requests emailed to the Quality & Standards Team (Approvals) or we are happy to discuss any application over the telephone.

Quality and Standards Team (Approvals)
Lantra Awards
Lantra House
Stoneleigh Park
Coventry
Warwickshire
CV8 2LG
Tel: 02476 419703
Fax: 02476 411655
E-mail: approvals@lantra-awards.co.uk
Website: www.lantra-awards.co.uk

Membership Status

Approved Centre

Training Provider	A group training organisation, private business, or sole trader which organises and co-ordinates training and has met the Lantra Awards quality based entry criteria.
Educational Establishment/ Corporate Provider	Educational Establishments and Companies that wish to register as a Training Provider and register their own staff as Lantra Awards Instructors and has met the Lantra Awards quality based entry criteria.

Approved Instructor

Freelance Instructor	Instructor who is registered to deliver Lantra Awards courses on a freelance basis for any approved centre
Educational Establishment/ Corporate Instructor NB Educational establishment/corporate instructor applications can only be accepted if the organisations by which they are employed are existing Lantra Awards approved centres Correspondence will be addressed to the main organisation contact	Instructor who is registered by an educational establishment or a corporate organisation and works solely for them This level of approval means that the instructor may not work on a freelance basis (unless separately approved as a freelance instructor)

Dual Member	Individuals wishing to organise, co-ordinate and deliver Lantra Awards courses may be approved as both Freelance Instructor and Training Provider. The full approval criteria for both categories must be met.
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The Approval Process

The approval criteria for the delivery of Technical Awards courses are shown on the following pages. An application form must be completed in each instance and sent for the attention of The Quality & Standards (Approvals) Team together with copies of all supporting evidence. If you have any questions about the criteria, please do not hesitate to contact a member of the Approvals Team or email approvals@lantra-awards.co.uk.

New applicant's details will not be released and instructors will not be approved to deliver courses until full payment is received and the application process has been fully completed.

Any application which fails to complete within a 12 month period will be returned to the applicant to be resubmitted at a later date, if so required. Initial approval fees will then apply.

Approved Centres

Approval Process

Centre application forms are checked, using the criteria below, if criteria are met the application is approved.

<u>Approval Criteria</u>	<u>Evidence Requirement</u>
Health and Safety Policy	A copy of your own internal policy
Equal Opportunities Policy	A copy of your own internal policy
Complaints and Appeal Procedure	A copy of your own internal policy
Children and Vulnerable Adults Policy	A copy of your own internal policy
Electronic Communications	Email and/or Website
All Centres are expected to abide by the Lantra Awards Code of Practice. Failure to comply could result in suspension or withdrawal of Membership.	

N.B. Lantra Awards 4x4 courses

4x4 courses must be run on approved Lantra Awards sites. There is a list of approved sites available on our website and also via the download section of the online ordering system. There is space on the application form to indicate if you plan to run 4x4 courses and whether you have a site you wish to gain approval for.

Quality Assurance

Lantra Awards supports newly approved centres by providing training/induction sessions, either as a group session or on an individual basis. Approved centres are actively encouraged to attend all update events arranged by Lantra Awards as they contain essential information. Dates are publicised through Lantra Awards e-bulletins and on the website www.lantra-awards.co.uk.

To maintain approval, centres must maintain the criteria and re-new their membership on an annual basis.

Approved Centres may be subject to audit visits by Lantra Awards periodically. Whilst audit visits are normally arranged with the centre, we reserve the right to audit any centre against the code of practice without prior notice. If you would like to see the criteria by which centres are monitored contact the Quality and Standards Monitoring Team or email monitoring@lantra-awards.co.uk

Approved Instructors

Approval Process

Instructor application forms are checked, using the criteria below, if criteria are met the application proceeds to the next stage (see following pages for explanation of approval routes)

All instructors are required to hold, as a minimum, a current Emergency First Aid Certificate. A full First Aid at Work certificate is required for instructors wishing to instruct within the Forestry and Arboriculture skill areas.

Instructors must also hold a recognised teaching qualification or instructional techniques training certificate and must have a good knowledge of health and safety. Some examples of recognised qualifications or training are provided, although this list is not exhaustive. **If you have attended a course that is not on the list below please contact us with full details including the course outline and objectives and/or CPD for consideration as a comparable qualification or course.**

<u>Approval Criteria</u>	<u>Evidence Requirement</u>
Instructional Techniques	A recognised teaching/instructional techniques qualification e.g. B.Ed; Dip.Ed; PGCE; Train the Trainer Award; Certificate of Education, City and Guilds 7307, 7321; 7407; 7303, relevant Learning & Development units or N/SVQ, new ITT qualifications Teaching in the Lifelong Learning Sector or Preparing to Teach in the Lifelong Learning Sector Levels 3 or 4, DSA Approved Driving Instructor (4x4 only) <u>OR</u> (subject to approval) other comparable qualification supported by a copy of the course outline/relevant CPD. See over for confirmation of Lantra Awards requirements
Industry Experience	C.V. of relevant experience in the industry gained within the last ten years.
Technical Qualifications	Copies of relevant certificates (e.g. operator's certificate) achieved within the last 5 years or evidence of attendance at re-certification events if gained more than 5 years ago.
First Aid	Copy of certificate for HSE approved Emergency First Aid at Work (as a minimum for all Instructors) or HSE Approved First Aid at Work for all Forestry and Arboriculture Instructors (please make sure you send an updated copy when the previous one expires)
Health and Safety	Subject to Lantra Awards approval, evidence of your attendance at and submission of the course outline of a Health and Safety in the Workplace qualification or training. IOSH membership or NEBOSH qualified. (N.B: If applying to become a Lift truck or Plant instructor a minimum of a 4 day H&S course/qualification is required)
Electronic Communications	E-mail and/or Website
All instructors are expected to abide by the Lantra Awards Code of Practice. Failure to comply could result in suspension or withdrawal of membership/skills.	

Lantra Awards currently accepts as evidence of instructional techniques a broad range of awards/qualifications. However, in order to facilitate access to instructional techniques a small number of training providers have been identified to deliver short courses that prepare instructors to deliver Lantra Awards courses. These training providers both offer two courses and instructors are advised to consider which of these best suits their needs.

(1) Instructional Techniques

Completion of this course is currently accepted by Lantra Awards as evidence of instructional techniques as it provides the necessary grounding in this subject and adequately prepares instructors to deliver Lantra Awards courses. Please note however that this award may not be accepted as sufficient evidence of instructional techniques by some training providers (such as colleges or others that access public funding who will require the below as a minimum).

(2) Instructional Techniques (including Preparing to Teach in the Lifelong Learning Sector – PTLLS)

Completion of this course is currently accepted by Lantra Awards as evidence of instructional techniques. This course also includes access to PTLLS, and those who attend this course and successfully complete the assessment for PTLLS (including completion of a portfolio) will achieve a qualification recognised as the national minimum standard and required as a minimum by some training providers, in particular those that access public funding.

It should be noted that instructional techniques and PTLLS courses can be accessed via a large number of local training providers across the country, including many colleges. The delivery and assessment of instructional techniques and PTLLS is not therefore exclusive to Lantra Awards.

Skill Categories currently available

The following skill areas are for the courses that Lantra Awards currently offers via its many approved (Technical Award) centres. Lantra Awards is continuously adding to its portfolio of courses and instructors will be notified of new areas where instructors are needed.

Skill areas

Vehicles, Machinery, Manual Handling, Health & Safety

All Terrain Vehicles (Sit-Astride, Sit-In or both) Please specify
Groundcare
Equipment Maintenance
Manual Handling
Off Road Vehicles (4x4)
Tractor Driving, please specify
Trailer Handling
Winching
Working at Heights
Working Safely in Agriculture/Horticulture (1 Day)
Site Safety Awareness (1 Day)
Health & Safety in Construction (5 day)
H&S Environmental Awareness [Fencing (<i>relates to FISS/CSCS</i>)]
First Aid

Forestry & Arboriculture

Aerial Tree Work
Brushcutters/Trimmers/Clearing Saws
Chainsaws
Ground-based Arboriculture (Woodchippers, Stumpgrinders) Please specify
Thorough Examination of Arboricultural Equipment (LOLER)
Tree Inspection (Basic or Professional) Please specify
Utility Arboriculture Specify units
Energy Crops

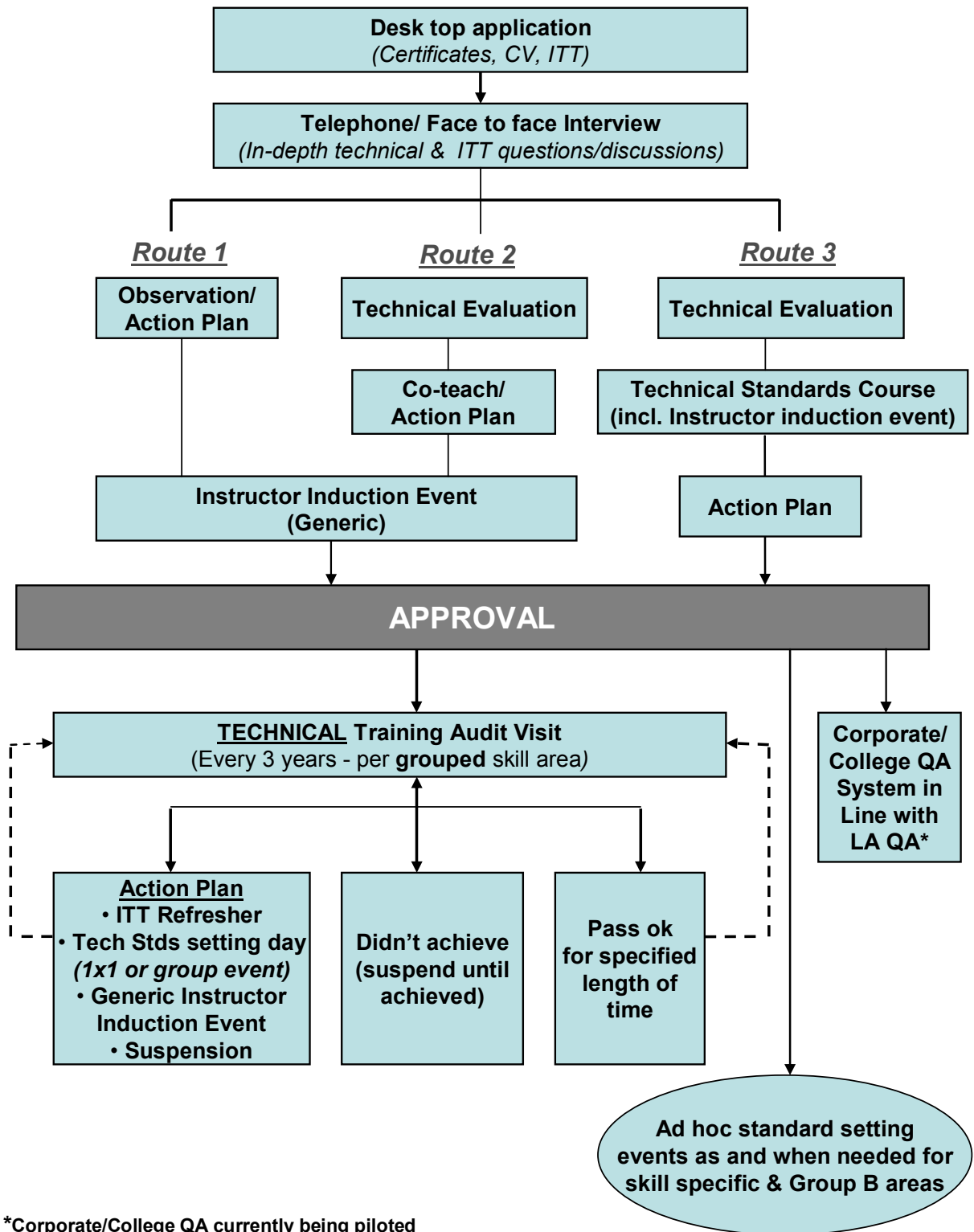
Lift Trucks, Plant, Pesticides & Pest Control

Abrasive Wheels
Lift Trucks [which category(ies)] Please specify
Pesticides, please specify.....
Plant [which category(ies)] Please specify
Small Hydraulic Cranes
Pest Control

Other

Business Management (eg. Diversification, Marketing, Business Planning, Finance etc) Please specify:
Environmental & Conservation (eg. Woodland Management, Boundary Management, Habitat Management and Creation, IPPC) Please specify:
Livestock & Dairy Management Please specify:
Animals in Transit
Meat Processing
Basic Arc Welding

Approval and Quality Assurance Model for Instructors



Approval (Explanatory notes)

After the minimum criteria has been met by the applicant a robust **Telephone Interview** will be conducted by a Technical Standards Verifier (TSV) that provides the opportunity to discuss the applicant's industry experience and knowledge of the skill area indicated. Based on the application (and supporting evidence) submitted and the telephone interview the TSV will then make a recommendation to Lantra Awards as to which route of approval the instructor would be best suited to as outlined below.

Route 1

- **Observation** -a TSV will visit to observe the instructor delivering a non-Lantra Awards course. This is to ensure that the instructor is sufficiently competent in both their skill area and in their instructional technique.

Route 2

- A one-to-one **Technical Evaluation** is carried out by a TSV in order to confirm that the applicant has the required level of technical skill and the necessary depth and breadth of knowledge in the relevant subject area.
- **Co-teach** is where the instructor will be required to observe the TSV delivering a course and then be expected to deliver part of the course whilst being assessed by the TSV.

The above two routes will also require instructors to attend an **Instructor Induction Event**. This event will be a one day classroom based event comprising a detailed introduction into the administration procedures and standards required of a Lantra Awards instructor. Instructors will be issued with a welcome pack at this event containing; approval certificate, skills index, instructor manuals, risk assessment forms and all explanatory notes and documentation needed.

Route 3

- **Technical Evaluation** (as above)
- The **Technical Standards Course** is subject-specific and sets the standard for delivery of Lantra Awards courses by combining the pre-requisite Instructional Techniques skills with the technical expertise demonstrated in the Technical Evaluation. One day of this event will be dedicated as an **Instructor Induction Event** (as specified above)

All three routes are subject, at any point, to an action plan specified in the detailed forms completed for each type of event.

Final Approval

Once full payment has been received, all specified criteria has been met and approval process is complete (including any actions specified as appropriate) then new instructors will be made available to our network of centres.

N.B. Lantra Awards does not promote or advertise instructors to the public. We maintain their standards of approval through quality assurance to provide a list of highly skilled and expert instructors to deliver Lantra Awards courses through Lantra Awards approved centres. This list is made freely available to the full network of approved centres unless otherwise requested by the Instructor under the data protection options.

Existing Instructors wishing to add additional skills

After approval, if instructors wish to add additional skills to their portfolio they would receive a telephone interview specific to the skill area they wish to instruct. The Technical Standards Verifier would make a recommendation at this stage as to the requirements needed for approval. There is a short formal application form to be completed when instructors wish to add skills and this can be downloaded from our website www.lantra-awards.co.uk under the section entitled *How do I become....?*. Alternatively contact The Approval Teams to request a form approvals@lantra-awards.co.uk

See Annex A on page 17 for fees involved in instructors adding skills.

Quality Assurance (Explanatory Notes)

Technical Training Audit Visits

The quality assurance model requires that each instructor must have a Technical Training Audit Visit by a Technical Standards Verifier (TSV) and/or External Verifier (EV) for each (grouped) skill area every three years following approval. This involves TSVs visiting courses in progress in order to monitor instructors. Training Audit Visits are conducted on a one-to-one basis and are intended to ensure that instructors are competent in both their skill area and in their instructional technique, both of which are observed during the visit.

Training Audit Visits may result in no actions at all for the instructor. However as a result of this visit an action plan may require the instructor to attend one of the following events:-

- **Instructional Techniques Training (ITT) Refresher** (refresher training on instructional techniques)
- **Technical Standards Setting Event** (this could be a one to one event with a TSV similar to the technical evaluation event or may be part of a group event dependent on number of instructors needing to attend)

Where an instructor is identified as particularly high risk, i.e. a danger to self, trainees or the public then he/she is likely to be suspended. The TSV will indicate at the Technical Training Audit Visit if the instructor is to be suspended until completion of the action plan or whether the instructor can continue to instruct within completion of a specified timescale and actions.

Updates

The QA model requires that each instructor attends updates for skill areas as and when these are required. Whether these are mandatory or optional will be communicated at the time. Updates are intended to ensure that instructors are kept abreast of any industry changes to their skill area, legislation, new machinery, working practices etc. Updates are attended by groups of instructors and are usually offered regionally. Where possible, updates are delivered through other means such as electronic mailings etc.

Instructor Approval and Quality Assurance Costs

Type of Event	Cost (ex. VAT)
Desktop administration of application and telephone interview - Freelance Instructor - Corporate Instructor	See page 18 See page 18
Observation (of a non Lantra Awards course)	£300
Instructor Induction Event	£75
Technical Evaluation	£350
Co-teach (TSV run course)	£75

Nb. the co-teach may differ in duration in which case costs would be agreed with all parties prior to the event taking place

Typical Technical Standards Course costs

Skill Area	Duration	Cost (ex. VAT)
Groundcare	4 days	£580
Sit Astride or Sit In ATVs	2 days	£400
4x4s	2 days	£300
Tractors	3 days	£500
Winching	2 days	£340
Liftrucks & Plant Machinery	5 days	£860
Manual Handling	3 days	£375
Pesticides	3 days	£420
Chainsaws	5 days	£620
Aerial Tree Work	3 days	£420
Brushcutters/Trimmers/Clearing Saws	1 day	£240
Groundbased Arb. (Woodchippers, Stumpgrinders)	1 day	£285
Utility Arboriculture	2 days	£435
Utility Arboriculture (experienced instructor)	4 days	£530
Professional Tree Inspection	1 day	£190
Working at Heights	1 day	£170
Level 2 Working Safely in Ag/Horticulture (1 Day)	1 day	£190

The above are estimated costs and may vary depending on additional charges that may be incurred for hire of equipment/machinery etc.

Typical Technical Standard Setting Event (group event)

Skill Area	Duration	Cost (ex. VAT)
Groundcare	2 days	£295
Sit Astride or Sit In ATVs	1 day	£150
4x4s	1 day	£215
Tractors	2 days	£295
Liftrucks & Plant Machinery	1 day	£275
Manual Handling	1 day	£215
Pesticides	1 day	£140
Chainsaws	1 day	£125
Aerial Tree Work	1 day	£125
Ground-based Arb (Woodchippers/stumpgrinders)	1 day	£135
Brushcutters/trimmers/clearing saws	1 day	£125

The above are estimated costs and may vary depending on additional charges that may be incurred for hire of equipment/machinery etc.

Technical Training Audit Visit	£80+VAT
Technical Standard Setting Day (1x1 event)	£350+VAT
Update	Cost will depend on method of delivery

Code of Practice

The Code of Practice has been developed so that approved centres and instructors work to an agreed standard. The standard places emphasis on areas of best practice where they are key to delivering quality training.

Health and Safety

- Comply with the Health and Safety at Work Act 1974 and subsequent legislation/regulation and provide a safe and healthy working environment
- Take reasonable care of own and other peoples welfare, health & safety
- Ensure adequate emergency procedures are in place before training commences, including knowing the whereabouts of the nearest telephone and where appropriate, the grid reference of the training location
- Ensure the training site and all equipment conforms to current legal requirement
- Ensure that no learner undertakes any activity beyond his/her physical ability and aptitude
- Maintain a level of physical fitness appropriate to the skills taught
- Conform to a dress code of safe clean and well-maintained clothing and PPE appropriate to the skills being taught
- Approved centres and Instructors to liaise to ensure that an adequate risk assessment has taken place and that records of that risk assessment are kept
- All accidents and injuries, however minor, must be reported to Lantra Awards

Professional Conduct

- Respect the copyright of training materials used.
- Conduct themselves with integrity, courtesy, honesty and respect learners' confidentiality
- Comply with the Lantra Awards quality assurance processes.
- Participate in updating and standard setting events to maintain and update technical expertise, knowledge and instruction competencies as required by Lantra Awards
- Carry out course administration as specified in the current Lantra Awards Administration Catalogue
- Settle all accounts promptly and within notified terms
 - Comply with the Malpractice Procedure within the Lantra Awards Policies document.

Code of Practice (continued)

Child Protection/ Vulnerable Adults

- All Instructors and approved centres to comply with both the law and good practice with regard to child protection
- All approved centres involved in delivering training to young people (and/or vulnerable adults) under the age of 19 are required to make checks on all trustees, employees, volunteers and subcontractors (including Instructors) against the information held by the Criminal Records Bureau (CRB) in the Protection of Children Act List and List 99.
- Ensure that the welfare of the child/young person is the paramount consideration
- Ensure that children/young people are protected from harm and abuse
- Comply with the Protection of Children Act 1999 or successor legislation

Training Needs Analysis

- Analyse learners' training needs using recognised training needs assessment techniques and processes
- Centres must ensure that candidates attend training courses appropriate both to their individual needs and abilities and those of their employers

Customer Care

- Ensure training facilities are safe and appropriate to the course of study and the learning environment is conducive to learning
- Deliver training adopting a participative instructional style based on proven training methodology and taking account of individual trainees' learning styles and abilities
- Assess learner competence (where applicable) in accordance with the quality standards and procedures set by Lantra Awards
- Instructors to deliver the full Technical Awards course except by prior arrangement with Approved Centre and Lantra Awards
- Within two weeks of a course taking place, all certificate claim forms and accompanying paperwork to be checked and returned to Lantra Awards for processing
- In the event of an appeal or complaint, follow the procedures with the Lantra Awards Policies document

Equal Opportunities

- Staff, contractors, candidates and trainees will be treated solely on the basis of their merits, abilities and potential, regardless of gender, colour, ethnic or national origin, race, disability, age, sexual orientation, gender reassignment, socio-economic background, religious or political beliefs, trade union membership, family circumstances, or other irrelevant distinction
- Protect all learners from discriminatory action through the application of complaints and grievance policies including systematic monitoring
- Endeavour, wherever and whenever practically possible, to use learner support or promotional materials that provide for the whole range of potential learners

Code of Practice (continued)

Intellectual Property Clauses

An approved Lantra Awards training provider or instructor may in accordance with the normal business terms and conditions of Lantra Awards, use training, course materials and other training manuals as part of Lantra Awards approval of that training provider or instructor but only upon the following terms and conditions namely:-

- You agree that as an approved Lantra Awards training provider or instructor that any and all intellectual property rights in any such training materials courses documents or other material of a similar nature are and form part of the property of Lantra Awards and you will not use or otherwise seek to exploit those other than in accordance with the normal terms and conditions of business of Lantra Awards and, in particular, will not alter amend or otherwise adapt any such materials except with the prior written approval of Lantra Awards and upon such terms and conditions as maybe agreed between you as an approved training provider or instructor and Lantra Awards.
- For this purpose intellectual property rights means any and all intellectual property rights wherever in the world arising, whether registered or unregistered (and including any application), including copyright, know how, confidential information, trade secrets, business names and domain names, trademarks, service marks, trade names, patents, petty patents, utility models, design rights, semi-conductor topography rights, database rights and all rights in the nature of unfair competition rights or rights to sue for passing of together with all an any good will relating or attached to them.
- If, at any time, as an approved training provider and/or instructor you should be in breach of these arrangements, Lantra Awards reserve the right to terminate your acceptance as an approved training provider or instructor.
- As an approved training provider and/or instructor you also further agree that you will not either expressly or by implication, hold yourself out as the agent of Lantra Awards and that any and all instruction or training provided by you will be provided by you exclusively as a principal and not as an agent of Lantra Awards.

Data Protection

Lantra Awards is obliged to notify its administration activities to the Information Commissioner (formerly the Data Protection Registrar) in respect of Membership Schemes and the subsequent sharing or transfer of this information in accordance with the Data Protection Act 1998. Lantra Awards has to ask you for specific consent for the communication of data held about yourselves to other parties.

All Education/Corporate instructors will be guided by their main organisation choice of data protection. All individuals have the legal right to refuse their details being displayed, however, should the main organisation refuse for their details to be displayed, and then the individual will also have to default to this choice.

The application form gives you five options, of which **you must choose only one**:

Please note that unless you complete this section of the application form your details will not be disclosed to anyone.

The data protection level that you opt for is entirely your own choice, however this choice can have an adverse affect on whether or not you can be booked on the on-line ordering system of Lantra Awards.

If you want other providers to be able to see your details and book you on-line you need to have a data protection level of 1, 2 or 4.

If you choose level 3, 5 or do not specify a choice no one will be able to see your details or book you on-line.

If you wish to change your current level of data protection please either email approvals@lantra-awards.co.uk, fax the request or send a letter. Please note we cannot accept verbal requests.

Option 1 – Details available worldwide via the Lantra Awards website or mail

By choosing this option you give your consent for your details to be distributed for the purposes of the work that you undertake with Lantra Awards. As Lantra Awards uses a web-based system, this means that should you agree to Lantra Awards displaying your details on our website for marketing purposes, you are effectively agreeing for your personal details being made available world-wide, which will include countries that may have no protection of information.

Option 2 – Details available only to other Lantra Awards Approved Centres and Instructors via a password protected area of the Lantra Awards website.

If you choose this option you are agreeing to other approved centres and instructors being able to view your details on a password protected area of the web-site.

Option 3 – Details not displayed on the Lantra Awards website but may be passed on via telephone or mail enquires.

This option means that prospective customers and other approved centres and instructors can be given your contact details and areas of expertise.

Option 4 – Details available only to other Lantra Awards approved centres and instructors via a password protected area of the Lantra Awards website AND may be passed on via telephone or mail to all enquirers.

This option combines options 2 and 3.

Option 5 – Details not made available to any party

All Approved Centres and Instructors are reminded that they must comply with the Data Protection Act 1998, whether you are exempt from notification to the Information Commission or not. In order to find out how the Act applies to you as an individual and to your business, information may be found on www.dataprotection.gov.uk

Membership Renewal

Annual Membership runs from 1 January to 31 December each year.

When annual membership renewal is due, you are requested in October each year to check your details to ensure that they are correct and to inform the Quality and Standards Approvals Team (approvals@lantra-awards.co.uk) in writing of any changes that you wish to make. All instructors will be asked to submit up-to-date certificates for First Aid if our records indicate that this has expired. Failure to submit will result in an instructor being suspended.

Membership paperwork will be issued on the first working day in November each year and members will be requested to submit paperwork along with first aid certificates (if applicable) and method of payment by the first working day in January. Any members failing to submit paperwork by this date will have their membership suspended until paperwork is submitted no later than 28 February. Failure to comply with the timescales will mean that membership will be cancelled, therefore initial approval fees will then apply for any member wishing to reinstate their record.

Annex A

Initial Registration fees from 1 October 2008 / Annual Renewal fees from 1 January 2009

Category	Registration Fee	
	Initial Application	Annual renewal
Training Provider	£250+VAT	£150+VAT
Corporate Training Provider	£250+VAT, plus £75+VAT per corporate Instructor	£150+VAT plus £25+VAT per corporate Instructor
Freelance Instructor	£150+VAT	£120+VAT
Dual Member	£280+VAT	£175+VAT

Fees include insurance which covers public, professional and product liability for courses registered with Lantra Awards (see insurance guidance notes issued with approval for more detail).

Existing Instructors/Training Providers

Adding additional skills to instructor index;

Telephone Interview	£75+VAT <i>(inc. £25 admin fee)</i>
If Observation required	£375+VAT <i>(inc. £25 admin fee & £50 telephone interview)</i>
If Technical Evaluation required	£425+VAT <i>(inc. £25 admin fee & £50 telephone interview)</i>

NB. Technical Evaluation may vary depending on additional charges that may be incurred for hire of equipment/machinery etc.

Changing records;

Freelance instructor wishing to become a Dual Member	£100+VAT
Training Provider wishing to become a Dual Member	£150+VAT <i>(incl. Telephone interview)</i>
Training Provider wishing to become a Corporate member	£50+VAT
Corporate Instructor wishing to become a Freelance Instructor	£50+VAT <i>(you may be charged an additional fee of £50+VAT for a Telephone interview)</i>